Rowville Primary School
Staff Leave Policy

PURPOSE
To provide guidelines and processes to accommodate the leave requests of staff in a manner that ensures the effective operation of the school program.

To ensure leave is granted on a fair, reasonable and equitable basis.

GUIDELINES
Staff members who work in a school have a range of leave entitlements (eg: Family Leave, Long Service Leave; Leave without Pay; Parental leave; Carers Leave)

Various leave entitlements are awarded at the discretion of the principal (eg: leave without pay, long service leave).

IMPLEMENTATION
- Leave may be paid or unpaid.
- The Principal is responsible for managing a wide range of leave matters, whilst ensuring the effective operation of the school program.
- Each form of leave is granted subject to a variety of legislative requirements.
- Information about leave entitlements can be calculated on eduPay.
- Staff seeking leave must apply in writing to the Principal as early as possible to assist with forward planning.
- When application for leave is approved by the Principal it needs to be entered on eduPay by the staff member.
- Applications for Long Service Leave must be in writing and should be received by the Principal by the 30th October for the following year to enable the request to be considered as part of the workforce plan.
- Applications to alter time fraction from full time to part time should be received by the Principal by the 30th October for the following year to enable the request to be considered as part of the workforce plan.
- Staff taking sick leave will notify the Assistant Principal as early as practicable. All staff members are asked to submit their medical certificate to the Business Manager and complete leave requests on eduPay immediately upon their return. A medical certificate is required if more than five days sick leave is taken in a calendar year and if more than two consecutive days are taken.
- Teachers on family leave must notify their principal by November 1 that they intend to return to work the following year. Any return to work must be at the start of a term.
- Leave without pay is normally granted for a school year. Staff seeking LWOP for a period less than a school year would need to inform the principal of any compelling compassionate ground for granting short term LWOP. Staff members granted leave without pay are expected to return to the school at the completion of the LWOP. Further periods of LWOP may be granted if there are compelling compassionate grounds. Such Applications must be forwarded to the Principal by the end of term two.
- The Principal will make provision for replacement staff and higher duties where appropriate.

If the number of staff requesting Long Service Leave or Leave without Pay is greater than the number of available suitable replacement staff members or would affect the smooth running of the school, the Principal will:
- Rank the applicants on the basis of length of time since the applicant’s last period of Long Service Leave and approve the leave in that order.
- Give preference to those staff requesting Long Service Leave in periods of greater than 31 days

EVALUATION
This policy will be reviewed as part of the school’s three-year review cycle.

References: Circular 429/2001 Leave Provisions for Teaching Service Staff and School Services Officers


This policy was ratified by School Council on 23rd May 2012 and is due to be reviewed in 2014